

KNOX County

GIS
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December 16, 2005

Dick Vermillion
Knox County Surveyor
111 N. 7th
Vincennes, IN. 47591

Dear Dick;

Thank you for your support regarding the Knox County GIS Committee meeting that we had. Within this document I will summarize my thoughts, priorities and suggestions regarding our last group discussion as it relates to Knox County GIS initiatives.

As we have discussed in the past, the County has spent a substantial amount of money over the last 4-5 years relative to ortho-photography and the digital mapping of County geography and associated data sets. Our records and experience with the County show the following digital GIS elements as currently existing.

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|--------------------------------|---|
| ● Rural ortho-photography 1995 | ● City Vincennes ortho-photography 2002 |
| ● Road Centerlines | ● Parcels |
| ● Land Use | ● E911 Pinpoint Addressing |
| ● Bridges and Culverts | ● 005 color ortho w/assc. Deliverables |
| ● Zoning | ● Road Right of Way |
| ● Corner Perpetuation | ● Soils |

Knox County can add new data layers in Autodesk Map or contract with Manatron to add new data layers.

This data exists in various departments within the County and is primarily used by one or several people within that department. Because this digital mapping was created over the span of several years, Knox County should consider reviewing it for accuracy and current ness.

We have found that data available in one department in many cases, is beneficial to other departments as well. Currently the data is somewhat exclusive to certain departments whereby other departments that may benefit from its availability cannot gain access to it. For example, GIS data typically is relevant to the business process of all County and City entities. When these resources can be shared by several entities, the result can be greater efficiency within County business processes and the cost of future GIS initiatives can be spread across multiple departments.

To summarize, you have quite a few valuable GIS element/assets that more departments could benefit from but currently are not able to do so. Over the years "GIS Elements" have been developed, but no organized "GIS Program" has been implemented. There are several methods available to distribute GIS data amongst multiple users. Traditionally your choice was to implement Local Area Networks (LANS) and Wide Area Networks (WANS) to digitally connect via computer network, multiple users, departments and buildings. This is a very effective method to distribute the GIS data, but it can also be very expensive. Some of the cost considerations involved with this method are; manpower (someone to install and maintain the networks), hardware, software, data lines, and end user support.

Another option to distribute your GIS data resources is strictly by the use of the Internet. Manatron offers an Internet based GIS application (efiniti) by which we would "Internet Host" all of your GIS data and distribute it via the internet to select users that you identify. The only tool that the end user needs is a Personal Computer with high speed Internet access. This method of GIS data distribution is far less

expensive than traditional methods, and lends itself well for key people within the County to view and maintain the valuable GIS data sets.

Through discussions from our last GIS meeting we identified several areas of priority. Those being;

- A focus on distributing current GIS data sets across your current local area network to select users.
- Maintenance/Updating of your GIS data sets.
- A data connection between your current ProVal CAMA software application and your GIS data sets.

Below I have included a Letter of Authorization to implement a pilot GIS program that would address the needs of GIS users within the County Courthouse. The intent would be to implement this pilot program, refine it over a period of time, and then address the needs of those users outside the Courthouse. Thank you for your interest in Manatron GIS solutions.

Respectfully;

Ed Koerner, Account Manager
Manatron

Letter of Authorization

This Letter of Authorization ("LOA") will confirm your request of the following Application Software, Services, and Support at the prices indicated below. This will be an Addendum to your existing Agreement #IN2000.084 and all the terms and conditions of that Agreement will pertain. If there is a conflict between the general terms and conditions of this Letter of Authorization and the existing agreement this Letter of Authorization shall control.

Local Area Network (LAN) Distribution of Current GIS Data Sets

This proposal assumes that all Local Area Networking (LAN) components are in place in the Knox County Courthouse to support data request and delivery to and from end user workstations and a GIS application server. (Components include but are not limited to network; cabling, wall jacks, hubs/switches, PC interface cards, data backup system, necessary software, etc...)

This initiative involves the creation of a central location (file server) for all of your current and future GIS data sets. These data sets will be maintained by select users at the County. When they update, edit, add, or maintain the data, those changes will be reflected in the file server (central GIS database). This data is made available to the "maintainers" of the data, and also to the viewers (users) of the data. Thus, it allows users in multiple departments to maintain and/or view the information as needed for decision support and normal business processes. The transmission method of distributing the data will be across the existing local area network (LAN) within the Knox County Courthouse. Per our discussion we would make the data available to select maintainers and select viewers of the data. This would be a pilot group to start with and then could be expanded to other users.

Cost considerations for this type of implementation are:

Hardware – Based upon discussions and experience with Knox County we are recommending that the County purchase a new file server for its primary GIS application. We will provide you with the specifications and pricing for this server and the County can purchase it from Manatron or a vendor of your choice. We are assuming that all the necessary networking components are currently in place and selected end users/maintainers have a PC and network access.

The server will come with a 3 year (next business day) on site warranty that is provided by Dell Computer. Manatron will manage the server warranty with Dell Computer. If maintenance issues arise, Manatron will communicate with Knox County and Dell to determine the problem and dispatch Dell to come on site and fix the problem if needed. Manatron will manage the server and its configuration remotely at no charge. If Manatron needs to come on site to Knox County for server and/or network management, Manatron will bill Knox County on a time and material basis plus travel related expenses if any. (See Attachment A for service rates.).

New File Server Cost as Purchased from Manatron	\$6,158.00
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Existing Data Organizing, and Installation – Manatron will configure and install the file server. Manatron will organize all existing GIS data sets given to us by Knox County and install them on the file server in an organized manner as to make them available by the request of viewers and maintainers. User privileges will also be defined.

Data Gathering, Organizing, Installation Costs	\$5,000.00
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Viewer/Maintainer Software - Knox County currently has 2 seats of Autodesk Map®. These 2 seats will be used for maintaining and editing the existing GIS data sets. The County will also need 2 seats of the Manatron product, **ezParcel**. This is a tool that greatly simplifies the maintaining of parcel mapping.

The GIS "viewers" will need a simple viewing tool that lets them view, manipulate, query and print relevant GIS data. Manatron provides such a product called **efiniti Mobile**. We recommend that the Knox County GIS viewers use **efiniti Mobile**.

Map Layers maintained within ezParcel will need to be processed for use in efiniti module. Manatron shall assist Knox County as needed to process the updated map layers accurately and correctly. Manatron will bill Knox County on a time and material basis plus travel related expenses if any for this service. (See Attachment A for service rates.).

Not only is **efiniti Mobile** an excellent viewing/query tool, it is also a very good address maintenance tool as well. Manatron recommends this tool for address maintenance because it makes address maintenance a lot easier and it is the same application used in the E-911 Dispatch Center that will be using updated address maps maintained by the County.

GIS Maintenance Software – Existing Autodesk Map	No Charge
ezParcel – parcel maintenance software, 2 seats	\$4000.00
ezParcel Annual Software Support 2 seats, Starting Second Year	\$800.00*
GIS Viewing and Address Maintenance Software	
(10 seats of efiniti Mobile) – 10 seats at \$750.00 per seat equaling	\$7,500.00
Annual Software Support on 10 seats, Starting Second Year	\$1,500.00*

* Support fees shall be invoiced annually, in advance, commencing one year after installation. Manatron shall have the right to increase the annual support fees for ~~existing~~ Software Releases upon prior written notice to Customer provided that such increase shall not exceed the adjustment to the Consumer Price Index (CPI) over the preceding period plus three percent (3%). ~~In the event Manatron provides Customer with any new software product or Release, Manatron may publish and apply a revised Support Services fee schedule that shall be subject to the aforementioned price increase limitations.~~ The annual support fee shall be adjusted to reflect any purchases of additional Seat licenses by Customer. **Yearly software support includes; product updates, new product releases, and unlimited email and phone support.**

(An option to buying individual seats of efiniti Mobile would be to purchase a site license. Individual licenses are \$750.00 each with yearly maintenance support of \$150.00 per year. If the County buys individual licenses, and in the future wants a site license for the Courthouse, they can pay the difference between what they spent to date on individual licenses, and the cost of a site license, which is \$15,000.00 with yearly maintenance of \$3,000.00. The site license would only be applicable to the Courthouse location).

EzParcel, and efiniti Mobile Installation (2 seats of ezParcel and 10 seats of efiniti Mobile)	\$2,000.00
End User Software Training	\$4,000.00

ezParcel end user training for up to 2 people, 2-day class and efiniti Mobile (including address maintenance) end user training for up to 7 people 2-day class. Training fees include travel, meals and expenses.

GIS Mapping Maintenance Update Routines – The intent is to have County personnel perform regular updates to the GIS mapping (data). IE; address updates and parcel splits. These updates will be performed on the maintainer's PC. Manatron will develop software routines that will apply the updated data to the County GIS server. Manatron will also develop and update methodology that will allow address updates that have been performed on the file server to be transferred via the Internet to the

County 911 Dispatch Center.	Included
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Manatron will establish a VPN connection between Manatron and Knox County. This connection along with phone and email communication will be used to support Knox County remotely. On site GIS, networking, maintenance, and/or application support after and outside of the scope of this document will be handled on a time and material basis plus travel related expenses if any. (See Attachment A for service rates.).

Incorporation of 2005 Color Ortho-Photography and Associated Deliverables.

Manatron will install the new 2005 color ortho-photography and its associated deliverables on the Knox County GIS server as part of this scope of work. Any adjustment of current GIS data layers that may be needed to accommodate the new photography will be addressed under a separate scope of work. The amount of adjustment work that may, or may not be needed cannot be determined until we examine the new ortho-photography.

ProVal CAMA Data Connection with Current GIS Data Sets

This initiative involves attaching ProVal data fields with parcel information that is mapped on the current GIS. It allows a user to select a parcel on the GIS map and also view all the ownership data associated with that parcel. The GIS application "pulls" the CAMA data from a subset of your ProVal database.

The key to this working properly is that your GIS system has access to a subset of the ProVal Database. Manatron will create a subset of key data fields from your ProVal database. The GIS will be "pulling" the data from a subset copy of the database that will need to be updated from the actual database on a regular basis.

Through discussions with Manatron it has been determined that the County can use the "export" function within ProVal to create an ongoing report that will update subset database used in the GIS application.

Duplicate Data Access Link

\$3,000.00

Per Manatron, your current ProVal database application has Export capabilities. Using this methodology Manatron would create a separate database on the GIS server containing specific data fields from the actual ProVal database. The data fields included will be Owner Name, Property Address, Mailing Address, Legal Description, Parcel Number and Map Number. If other data fields such as current/historic transfer, deed book and page recording information are required, and these data fields are within the ProVal database, they can be added as well. If data fields are required that are not within the ProVal database, they will need to be addressed under a separate scope of work. The export utility will be used to update the separate database on a periodic basis. The frequency of this update can be decided between Manatron and the County. Manatron will show the County how to run the report. Manatron will develop the separate database that resides on the GIS server and develop software routines that replace the old ProVal data with the new update. Manatron will also develop software links between the GIS maps and the separate database. The cost to develop these software routines is.

Estimated Total (including new File Server)

\$31,658.00

Annual Software Maintenance

(efiniti Mobile, EzParcel) beginning Yr. Two of ownership

2,300.00

Application Software and System Software will be billed upon shipment. Services other than training are billed as used at the rate in effect at the time of service, plus travel, meals and expenses. Training is billed as used at the rate in effect at the time of service, travel, meals and expenses are included. Additional costs are due upon delivery at the actual expense. All invoices are due within 30 days of receipt; provided, that if software is not working or in service within 30 days of receipt, then software may invoice will be paid 50% within 30 days; 50% within 30 days of working. *gas AS*

Approval of this Letter of Authorization will allow Manatron to perform the services herein. On approval, signatures should be made on two copies of the Letter of Authorization. Once approved, please return two copies to Manatron. Upon receipt, we will have the necessary signatures entered and send one fully executed copy to you for your records and we will retain one for our records. If for any reason the County does not remit payment for the above services, the County will be responsible for any cancellation penalties by Manatron. If you have any questions, please feel free to contact Contract Administration at our Corporate Office: (800) 666-5300

ACCEPTANCE

Accepted:

MANATRON, INC.

By Paul Sykuta
Title President / CEO
Date December 28, 2005

Accepted: **KNOX COUNTY, INDIANA**

By Jerry R. Brocksmith
Title Pres. Knox Co. Commissioners
Date 12-19-2005

ATTACHMENT A

Professional Service Rates		
Role / Position	Hourly	Daily Rate
Vice President	\$300	2000
Chief Architect	300	2000
Senior Project Manager	200	1200
Project Manager	175	1050
Senior Business Analyst	200	1200
Business Analyst	175	1050
CAD technician	150	900
Senior Support Analyst	175	1050
Support Analyst	150	900
Programmer / Analyst	150	900
Senior Trainer	175	1050
Trainer	150	900
Blended rate (if required)	175	1050

Services rates do not include travel related expenses.